

Central Falls Detention Facility Corporation Meeting Minutes
Monday November 23, 2015
Wyatt Detention Facility Training Building
935 High Street
Central Falls, RI 02863
5:30 P.M.
TDD/TTY 401-727-7450

A meeting of the Central Falls Detention Facility Corporation was held on the above date in the Training Building at 5:30 p.m.

1) Pledge of Allegiance

2) Call to order/Roll call

Present: Chairman Gallant
Director Gonsalves
Director Gardner

Absent: Director Dinerman
Director Silva

3) Public Comment

Former Mayor Thomas Lazieh asked for the status of the following:

1. Why was the advertisement for the application process for the next Class being extended?
2. Were there any items to report to the general public?
3. Set the date of the next meeting.

4) Approval of Minutes 10/19/15 and 10/23/15

A motion was made by Director Gardner to accept the minutes of the 10/19/15 meeting and seconded by Director Gonsalves. All board members voted in the affirmative and the motion passed.

A motion was made by Director Gonsalves to accept the minutes of the 10/23/15 meeting and seconded by Director Gardner. All board members voted in the affirmative and the motion passed.

5) New Business

A. Report of the CFO

CFO Cuzzupe presented the following:

The following is a brief summary of the financial results for Central Falls Detention Facility Corp. for the period ended September 30, 2015.

REVENUE

Total revenue for the month was approximately \$1.5 million dollars.

Revenue for the month was unfavorable to budget by \$62 thousand dollars. The budgeted ADP was 500 for the month compared to the actual of 480.

YTD Revenue is \$13.4 million dollars, which is \$1.1million dollars unfavorable to budget.

OPERATING EXPENSES

Total operating expenses for the month were approximately \$1.4million dollars.

Total operating expenses for the month were \$58 thousand dollars favorable to the budget.

Salaries and Fringe

Total salaries and fringe were approximately \$1.0 million dollars with \$7 thousand dollars unfavorable to budget attributable to higher than expected payroll taxes.

Inmate Care Expenses

Total inmate care expenses were approximately \$116 thousand dollars with \$10 thousand dollars favorable to budget. This was attributable to lower than expected professional services expenses of \$1 thousand dollars, medical supplies of \$6 thousand dollars, religious programs of \$2 thousand dollars, and kitchen supplies of \$1 thousand dollars.

Direct & Administrative Expenses

Total direct and administrative expenses were approximately \$143 thousand dollars and were \$20 thousand dollars favorable to budget. This was due to lower than expected bondholder legal fees of \$43 thousand dollars, vehicle fuel costs of \$4 thousand dollars and security supplies of 4 thousand dollars. Higher than expected expenses included a payment pursuant to the forbearance agreement of \$16,666 dollars, consulting fees of \$6 thousand dollars and inmate legal expenses of \$8 thousand dollars.

Insurance Expense

Total insurance expenses were approximately \$51 thousand dollars which was 4 thousand dollars favorable to budget due to policies renewing at lower premiums.

Building & Utility Expenses

Total building and utility expenses were approximately \$129 thousand dollars which was \$28 thousand dollars favorable to budget. This was due to lower than expected gas and electrical costs.

OPERATING INCOME

Operating income for the month was \$101 thousand dollars, which was \$4 thousand dollars favorable to budget due to the operating expenses being lower than budgeted.

NON-OPERATING REVENUE/EXPENSE

Non-Operating Expenses for the month were \$777 thousand dollars, which was \$20 thousand dollars favorable to budget. The variance was due to how the interest was calculated when preparing the budget and lower than anticipated depreciation expenses.

CHANGE IN NET ASSETS

Change in net assets for the month was a decrease of \$675 thousand dollars compared to a budgeted decrease of \$691 thousand dollars.

CASH

The following were the cash balances in the trustee accounts as of September 30, 2015:

US BANK

General Revenue Fund	\$ 1,850,522
Debt Service Fund	\$ 0
Debt Service Reserve Fund	\$ 172,876
Capital Improvement Fund	\$ 4
Operations & Maintenance Fund	\$ 381,030
Fees & Expenses Fund	\$ 125,091
Bondholder Account	\$ 2,270,652

BANK OF AMERICA

Operations & Maintenance	\$ 18,847
Vendor Payments	\$ 312,569
Payroll	\$ 17,395

Chairman Gallant asked if the Operations & Maintenance Fund of \$381,030 gets replenished on the first of the month. CFO Cuzzupe stated that was correct and the monies came from the General Ledger Fund.

Chairman Gallant asked what the consulting fees were for. Mr. Cuzzupe stated it was for Schneider Electric for a video system.

Chairman Gallant asked what the payroll of \$17,395 was for. Mr. Cuzzupe stated that it covered the balance of November.

A motion was made by Director Gardner to accept the report of Mr. Cuzzupe for the period ending September 30, 2015, and seconded by Director Gonsalves. All board members voted in the affirmative and the motion passed.

B. Report of the Warden

- The detainee count as of today was 476 (3:00am) with an end of the day projection of 481.

Average Daily Population (ADP)

- The October ADP was 504 and the September ADP was 480.
- In October there were 127 admissions and 121 releases. In September there were 112 admissions and 107 releases.
- The 2015 year to date ADP was 461.

Suicide Watch Hours

- As of October 31, 2015, 3,462 hours of overtime were logged with a total cost of \$77,895 for the year.

Staffing

- FTE (staffing) was 165.40 with a total of 12 employees on leave including 10 on unpaid leave and 2 on paid leave.
- Correctional Officers – there were 140 authorized positions, with 99 filled, 90 active and 41 Vacant.
- Sergeants - there were 20 authorized positions with 14 filled, 6 vacant and 13 active.
- Lieutenant – there were 5 authorized positions, with 3 filled, 2 vacant and 3 active
- Captains – there were 5 authorized positions with 4 filled, 1 vacant, and 3 active.
- The Correctional Officer count was at 99 with 90 active and 9 on leave.
- A new HR Director was identified (Nancy Gilman). She had an HR generalist background. A background check had been completed and they were waiting for medical and drug screening tests. It was anticipated that she would be on board within a few weeks. Her annual salary was set at \$65 thousand dollars . Chairman Gallant asked if Ms. Gilman would report to Linda. The Warden stated that she would report directly to him.

Academy

- Class 37 started on October 19th with 16 recruits with graduation scheduled for December 11, 2015. One cadet resigned, one was released and 14 remained.
- The Class 38 recruitment process began on November 9th with the preliminary application process scheduled to conclude on November 21st. However, due to low turnout, the application process was extended to December 4th. The

tentative date for the agility and written test was December 5th. There were 44 candidate applications so far. Wyatt was competing with other agencies that were also in the testing process.

Recruitment Activities

- Facility staff participated in the following recruitment activities:
 - October 20th – Hiring our heroes job fair in Warwick, RI
 - November 8th – Armory of the Mounted Command (Drill Weekend)
 - November 16th – New England Tech
 - November 17th – Bryant University “Hero 2 Hire”
 - November 18th – Progresso Latino Job Fair in Central Falls

Additional contacts have been made with the Department of Training and labor, URI Criminal Justice Department, Community Care of RI, and New England Tech.

Efficiencies/Cost Savings

- The Warden stated that he was continuing to pursue a request for a per-diem rate increase.
- Contracts were being reviewed to determine if cost savings were possible.
- Mr. Clifford would be meeting with “Constellations” next week to discuss energy use rates.
- There was continued work with an outside vender on cost factors to change lighting to LED.

Incidents

- There were four (4) detainee on detainee physical altercations which resulted in minor injuries to detainees. No detainees pressed charges and no weapons were involved.

Outreach & Networking

- Congressman Cicilline was on site to meet with the Executive Staff and attorneys on November 2nd. He provided information on grant applications.
- The US Navy personnel were at the facility on November 17th for an annual inspection/tour. They were impressed with the overall operation of the facility.
- Facility staff conducted a candy drive to benefit “Halloween in the Park” (Jencks Park). Our female detainees also made Halloween crafts and decorated items which were handed out at the event.
- The Facility will be hosting and participating in a table top exercise on December 9th with the Rhode Island Emergency Management Agency (RIEMA). A drill on a railroad derailment will be conducted. The Incident Command will be in the Wyatt Training Center.

Capital Projects Update

- The server storage upgrade project was nearing completion with all systems having been moved to the new server. Trouble shooting and clean-up will continue over the next week or two.

The Board was provided with a copy of the 2016 Budget and a copy of the Council 94 – Medical Contract. The corporation continued to make Forbearance Agreement payments to the City of Central Falls.

A motion was made by Director Gardner to accept the Report of the Warden and seconded by Director Gonsalves. All board members voted in the affirmative and the motion passed.

C. Chairman Gallant stated that the board would now move to the 2016 Budget.

CFO Cuzzupe highlighted the following areas:

Total Operating Revenue	\$19,888,754
Total Operating Expense	\$18,307,451
Non-Operating Fees	\$420,000
Operating Income	\$1,161,302
Total Net Assets, Ending	(8,334,276)
Total Cash Requirements	\$19,881,991

Chairman Gallant asked if there was any feedback from the Trustees.

Mr. Cuzzupe said no feedback had been received from the Trustees.

A motion was made by Director Gonsalves to accept the 2016 Budget as presented and seconded by Director Gardner. All board members voted in the affirmative and the motion passed.

D. Chairman Gallant stated that the Board would now look at the Council 94 Contract.

Mr. Cuzzupe said the contract included longevity, sick time, uniform voucher allowance and retro pay back to January, 2015. Total cost for 2015 was \$30,100. The budget increase this year was \$13,600 which caused a shortfall of \$16,500 that could be funded through Operations. The Nurses had ratified it.

Chairman Gallant asked how long it had been since the nurses had an increase.

Warden Martin stated the last increase was in 2011.

Chairman Gallant stated that this contract rectifies issues that go back four years.

Director Gardner asked if language pertaining to part-time staff was addressed in the contract.

Warden Martin confirmed language was included to currently replace per diem nurses with part time help.

Director Gardner felt that was good as it promoted continuity of staff.

Director Gardner made a motion to accept the Council 94 Contract. Director Gonsalves seconded. All board members voted in the affirmative and the motion passed.

Chairman Gallant and board members discussed the date of the next meeting. It was decided on December 14th at 5:30pm.

Former Mayor Thomas Lazieh asked for information on the Bond Holder expenses and if the facility had an Ombudsman.

Mr. Gallant stated that under the open meetings act, he could not speak to Mr. Lazieh's specific questions because they were not on the agenda and hoped his prior questions were answered.

6) A motion was made by Chairman Gallant to move into executive session pursuant to R.I.G.L. § 42-46-5 for the following purposes:

- A. R.I.G.L. § 42-46-5(a)(3) for the purpose of receiving an operational report from the Warden to discuss the internal reviews of recent inmate incident, security procedures review, fence project update, x-ray machine purchases, and open positions throughout the facility.

The motion to move into executive session was made by Director Gonsalves, Director Gardner seconded. All board members voted in the affirmative and the motion passed.

A motion to return to open session was made by Director Gardner and seconded by Director Gonsalves. All members voted in the affirmative and the motion passed to return to open session.

A motion was made by Chairman Gallant to seal the minutes of executive session. Motion made by Director Gardner and seconded by Director Gonsalves. All board members voted unanimously and the motion passed.

A motion to approve the purchase of the x-ray machines not to exceed \$55 thousand dollars was made by Director Gonsalves and seconded by Director Gardner. All board members voted in the affirmative and the motion passed.

A motion to adjourn was made by Director Gardner and seconded by Director Gonsalves. All board members voted in the affirmative and the motion passed and the meeting was adjourned.